JEFFERSON LAB Travel Authorization System

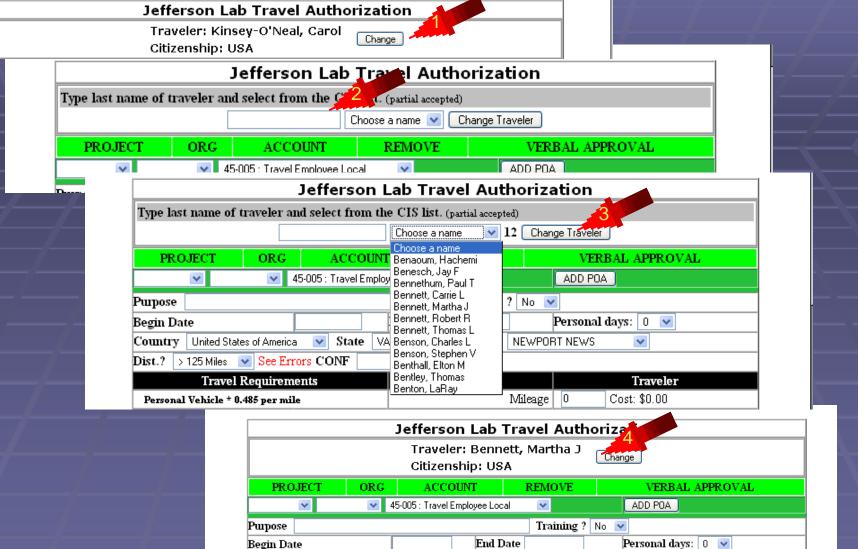
Instructional Demonstration

DEFECCT GO

WEB BASED TRAVEL AUTHORIZATION SYSTEM

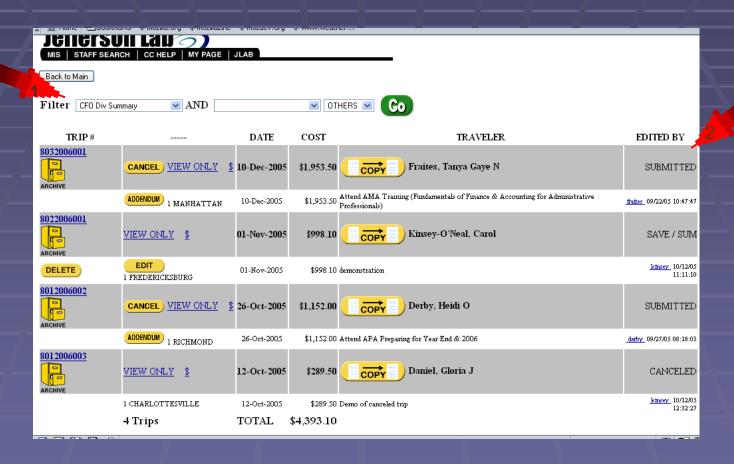
There are 112 pending trips. Defined as the begin date is greater than today. There are 19 trips with errors, 0 are for trip(s), in which you are the creator.

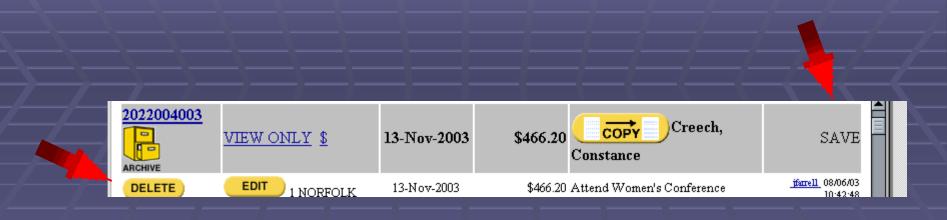
- 1. New travel authorization
- 2. Edit travel authorization
- 3. Error Check
- 4. Trip Reports
- 5. DOE or NON-DOE Sponsored Conference List
- 6. Popular Trips
- 7. Project/Org Report
- 8. Unused tickets
- 9. Help (Tutorial)
- 10. Who can add people in JList



Country United States of America

▼ State VA ▼ City / Region NEWPORT NEWS





SAVE: Status of new or changed un-submitted trip Edit: change or add to un-submitted trip Delete: remove un-submitted trip



SUBMITTED: Status of a trip with estimated costs ready to print and get authorized signature or already printed, signed and sent to Travel Services.

Addendum: change or add to a submitted trip

Cancel: a submitted trip was not taken



CANCELED: Trip was not taken after it was submitted.
Contact Travel Services if trip can be archived.

COPY: Make a duplicate of a TA if multiple people are traveling to the same destination or one person is traveling repeatedly to one destination.

Travel Authorization System

Completing the form on-line

TA Form Sections

- Header
- Estimated Expenses
- Prepayments/Deposits
- Summary

HEADER

Jefferson Lab	
MIS STAFF SEARCH CC HELP MY PAGE	JLAB

Jefferson Lab Travel Authorization				
Traveler: Torres, Melissa	Trip Number 3012	004003 DEST.: 1 of 1 年		
PROJECT ORG ACCOUNT	REMOVE	VERBAL APRV		
1 BSERVM ADMBSS 44-003		Leverenz. Julie		
2 BSERVP ADMBSS 45-020				
	1	ADD POA		
Purpose To Attend Powerful Communica	ation Skills for Women	Training ? Yes 🔽		
Begin Date 10-Oct-2003	End Date 10-Oct-2003	Personal days: 🛭 🗾		
Country United States of America	State VA 💌 CONF NO	ON DOE – trna 🗾 👱		
City / Region NEWPORT NEWS	▼ Dist.? > 125 Miles	Time? < 12 Hours		
Travel Requirements	JLAB	Traveler		
Personal Vehicle * 0.360 per mile	Mileage	80.0 Cost: \$28.80		
GSA Vehicle NO 💌 Rental Car	\$ 0	\$ 0		
AIR	\$0	\$0		

HEADER

Jefferson Lab	
MIS STAFF SEARCH CC HELP MY PAGE	JLAB

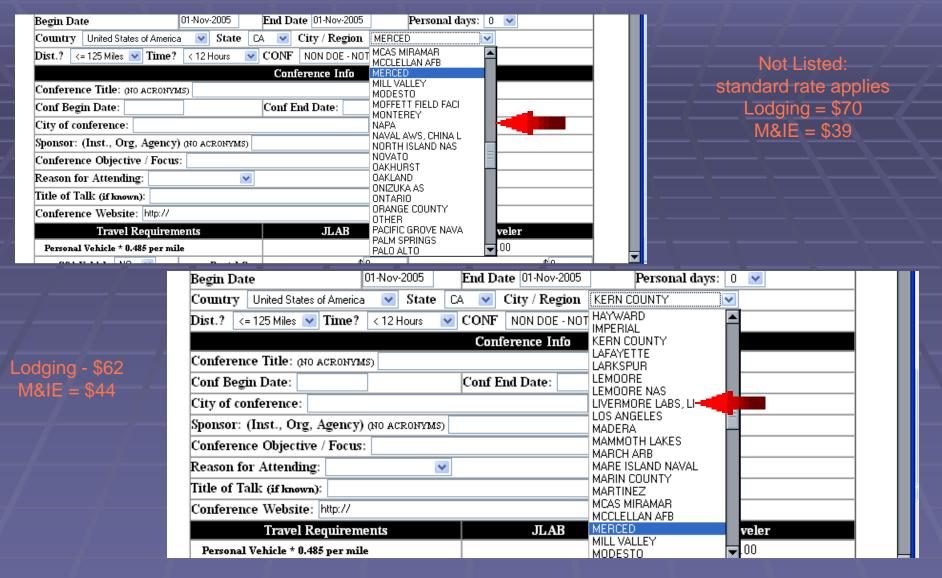
Jefferson Lab Travel Authorization							
Trave	ler:	Torres, N	Melissa	CHANGE Trip ↑	lumber 3012	004003	DEST.: 1 of 1 年
PROJ	ECT	ORG ACC	COUNT	REM	OVE	VERBA	L APRV
1 BSE	RVM	ADMBSS	44-003	Г		Leverenz	. Julie 🗷
2 BSE	RVP	ADMBSS	45-020	Г			
1130-150	Intra-f	Fund Rec-SU	▼ IRA ▼	1		ADD PO	DA
Purpose	To Att	end Powerful	Communic	ation Skills for W	'omen	Traiı	ning ? Yes 💌
Begin Da	ate	10-Oc	t-2003	End Date 10-0	ct-2003	Personal	days: 0 💌
Country	Unite	d States of A	merica.	▼ State VA	CONF NO)N DOE - tr	na 💌 <u>?</u>
City / Re	gion	NEWPORT	NEWS	▼ Dist.?	> 125 Miles	▼ Time?	<12 Hours ■
Т	ravel	Requireme	nts	JL.	AB		Traveler
Personal	l Vehic	le * 0.360 per	mile		Mileage	80.0	Cost: \$28.80
GSA Vehic	le NO		Rental Car		\$0		\$ 0
AIR					\$0		\$0

HEADER

Jefferson Lab 🥎 💮 💮
MIS STAFF SEARCH CC HELP MY PAGE JLAB

Jefferson Lab Travel Authorization				
Traveler: Torres, Melissa	CHANGE Trip Number 3012	004003 DEST.: 1 of 1 年		
PROJECT ORG ACCOUNT	REMOVE	VERBAL APRV		
1 BSERVM ADMBSS 44-003	Г	Leverenz. Julie		
2 BSERVP ADMBSS 45-020				
1130-150 Intra-Fund Rec-SURA	2	ADD POA		
Purpose To Attend Powerful Communi	cation Skills for Women	Training ? Yes 🔽		
Begin Date 10-Oct-2003	End Date 10-Oct-2003	Personal days: 🛭 🗾		
Country United States of America	▼ State VA ▼ CONF NO	ON DOE – trna 👤 👱		
City / Region NEWPORT NEWS	▼ Dist.? > 125 Miles	▼ Time? <12 Hours ▼		
Travel Requirements	JLAB	Traveler		
Personal Vehicle * 0.360 per mile	Mileage	80.0 Cost: \$28.80		
GSA Vehicle NO Rental Car	\$ 0	\$ 0		
AIR	\$0	\$0		

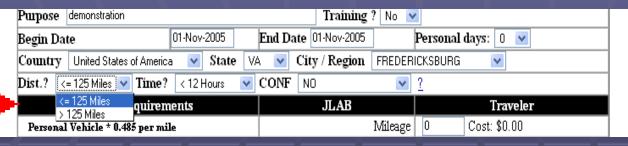
City/Region may be a county instead of a city: Example: Merced is in Kern County



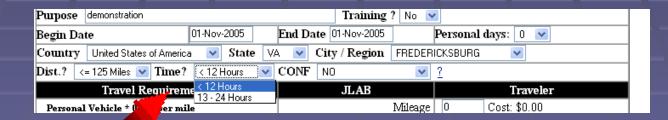
NACO website -

http://www.naco.org/Template.cfm?Section=Data_and_Demographics&Template=/cffiles/counties/city_srch.cfm

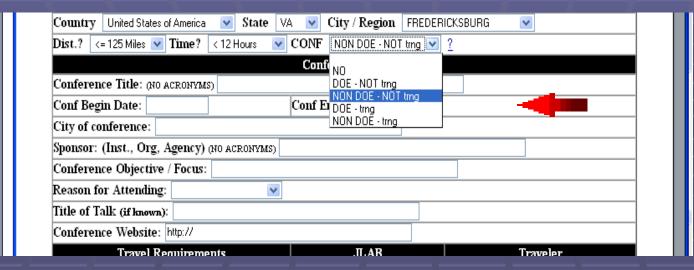
Is the distance greater than '>' or less than '<' 125 miles?



Will trip last more than 12 hours?



'NON DOE – Not trng' conference entry



Dist.? <= 125 Miles 💌 Multi-Day. CONF	NON DOE - NOT trng 💌 ?	
	Conference Info	
Conference Title: (NO ACRONYMS)		
Conf Begin Date:	Conf End Date:	
City of conference:		
Sponsor: (Inst., Org, Agency) (NO ACRONS	YMS)	
Conference Objective / Focus:		
Reason for Attending:	~	
Title of Talk (if known):		
Conference Website: http://		

ESTIMATED EXPENSES

Travel Requireme	ents	JLAB	Traveler	
Personal Vehicle * 0.485 per mil	e	Mileage	0 Cost: \$0.00	
GSA Vehicle NO 💌	Rental Car	\$0	\$0	
AIR		\$0	\$0	
RAIL		\$0	\$0	
TAXI/LIMO/SUBWAY/BUS		\$0	\$0	
LODGING 4 days * \$ 67 = \$ 2	68	\$0	\$ 240	
LODGING TAXES,FEES, ETC		\$0	\$0	
PER DIEM \$ 54 per day		5 days	s 54.00 * 4.5 = \$243. 0	00
REGISTRATION FEE		\$0	\$0	
MEALS PROVIDED	Breakfast	0 (0) 💌 Lunch 🗓	1 (-6) V Dinner 0 (0) V \$0	
BANQUET FEE		\$0	\$0	
EXCESS BAGGAGE		\$0	\$0	
MEETING ROOM		\$0	\$0	
CLERICAL SERVICES		\$0	\$0	
STIPEND		\$0		
MISCELLANEOUS / OTHER		\$0	\$0	
	Subtotals	\$0.00	\$243.00	
		Recalc	Total estimated Cost = \$243.00	

ESTIMATED EXPENSES

Travel Requirements	S	JLAB	Traveler
Personal Vehicle * 0.485 per mile		Mileage	0 Cost: \$0.00
GSA Vehicle NO 💌	Rental Car	\$0	\$0
AIR.		\$0	\$0
RAIL		\$0	\$0
TAXI/LIMO/SUBWAY/BUS		\$0	\$0
LODGING 4 days * \$ 67 = \$ 268		\$0	\$ 240
LODGING TAXES,FEES, ETC		\$0	\$0
PER DIEM \$ 54 per day		5 days	54.00 * 4.5 = \$243.00
REGISTRATION FEE		\$0	\$0
MEALS PROVIDED	Breakfast	0 (0) 💌 Lunch 📋	(-6) V Dinner 0 (0) V \$0
BANQUET FEE		\$0	\$0
EXCESS BAGGAGE		\$0	\$0
MEETING ROOM		\$0	\$0
CLERICAL SERVICES		\$0	\$0
STIPEND		\$0	
MISCELLANEOUS / OTHER		\$0	\$0
	Subtotals	\$0.00	\$243.00
		Recalc	Total estimated Cost = \$243.00



http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%252Fep%252Fchannel%252FgsaOverview.jsp&channelId=16861

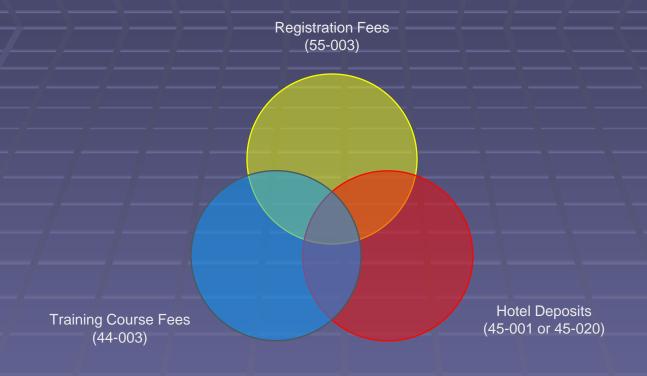
ESTIMATED EXPENSES

Travel Requiremen	nts	JLAB		Traveler
Personal Vehicle * 0.485 per mile	•	Mileage	0	Cost: \$0.00
GSA Vehicle NO 💌	Rental Car	\$0		\$0
AIR		\$0		\$0
RAIL		\$0		\$0
TAXI/LIMO/SUBWAY/BUS		\$0		\$0
LODGING 4 days * \$ 67 = \$ 26	58	\$0		\$ 240
LODGING TAXES,FEES, ETC.		\$0		\$0
PER DIEM \$ 54 per day		5 days		54.00 * 4.5 = \$243.00
REGISTRATION FEE		\$0		\$ 0
MEALS PROVIDED	Breakfast	0 (0) 💌 Lunch 🔟	(-6)	Dinner 0 (0) 🔻 \$0
BANQUET FEE		\$0		\$ 0
EXCESS BAGGAGE		\$0		\$0
MEETING ROOM		\$0		\$0
CLERICAL SERVICES		\$0		\$ 0
STIPEND		\$0		
MISCELLANEOUS / OTHER		\$0		\$ 0
	Subtotals	\$0.00		\$243.00
		Recalc	Total es	stimated Cost = \$243.00

ESTIMATED EXPENSES

Travel Requiremen	nts	JLAB		Traveler
Personal Vehicle * 0.485 per mile	•	Mileage	0	Cost: \$0.00
GSA Vehicle NO 💌	Rental Car	\$0		\$0
AIR		\$0		\$0
RAIL		\$0		\$0
TAXI/LIMO/SUBWAY/BUS		\$0		\$0
LODGING 4 days * \$ 67 = \$ 26	58	\$0		\$ 240
LODGING TAXES,FEES, ETC.		\$0		\$0
PER DIEM \$ 54 per day		5 days		54.00 * 4.5 = \$243.00
REGISTRATION FEE		\$0		\$ 0
MEALS PROVIDED	Breakfast	0 (0) 💌 Lunch 🔟	(-6)	Dinner 0 (0) 🔻 \$0
BANQUET FEE		\$0		\$ 0
EXCESS BAGGAGE		\$0		\$0
MEETING ROOM		\$0		\$0
CLERICAL SERVICES		\$0		\$ 0
STIPEND		\$0		
MISCELLANEOUS / OTHER		\$0		\$ 0
	Subtotals	\$0.00		\$243.00
		Recalc	Total es	stimated Cost = \$243.00

Prepayments by Lab



PREPAYMENTS/DEPOSITS

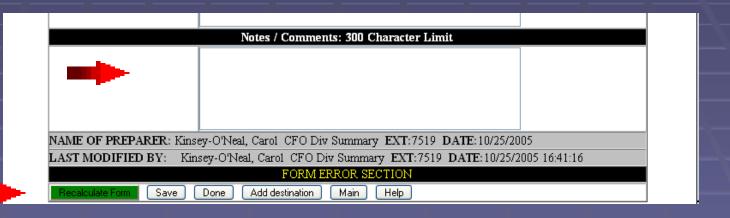
Jefferson Lab Travel Authorization						
Traveler: Kinsey-O'Neal, Carol Change Citizenship: USA			Trip Number: 8022006001 DEST.: 1 of 1 ← →			
PROJECT	ORG	ACCOUNT	REMOVE	VERBAL APPROVAL		
CFOFIN	CFO	55-003		Turk, Pamela		
CFOFIN	CFO	45-001				

4 mosmatory 4 mosmasine 4 me	zacriory v mmm	readier			
LODGING 4 days * \$ 67 = \$ 268		\$ 0	\$ 0		
LODGING TAXES,FEES, ETC		\$0	\$ 0		
PER DIEM \$ 54 per day		5 da	ys 54.00 * 0 = \$0.00		
REGISTRATION FEE		\$ 435.	\$0		
MEALS PROVIDED	Breakfast	0 (0) V Lunch	0 (0) 💌 Dinner 0 (0) 💌 \$0		
BANQUET FEE		\$0	\$ 0		
EXCESS BAGGAGE		\$0	\$ 0		
MEETING ROOM		\$ 0	\$ 0		
CLERICAL SERVICES		\$ 0	\$ 0		
STIPEND		\$ 0			
MISCELLANEOUS / OTHER		\$0.00	\$0		
	Subtotals		\$0.00		
		Recald	Total estimated Cost = \$0.00		
Prepayments / Deposits					
	<u> </u>	repayments / Deposits			
Registration Fee		•			
Date to be Mailed		Amount \$ 435.00			
		•			
Date to be Mailed Payable To:		•			
Date to be Mailed		•			
Date to be Mailed Payable To:		•			
Date to be Mailed Payable To: Address:	10/12/2005	•			
Date to be Mailed Payable To: Address: Lodging / Other	10/12/2005	Amount \$ 435.00			
Date to be Mailed Payable To: Address: Lodging / Other Date to be Mailed	10/12/2005	Amount \$ 435.00			
Date to be Mailed Payable To: Address: Lodging / Other Date to be Mailed	10/12/2005	Amount \$ 435.00			
Date to be Mailed Payable To: Address: Lodging / Other Date to be Mailed Payable To:	10/12/2005	Amount \$ [435.00			
Date to be Mailed Payable To: Address: Lodging / Other Date to be Mailed Payable To:	10/12/2005	Amount \$ 435.00	mit		

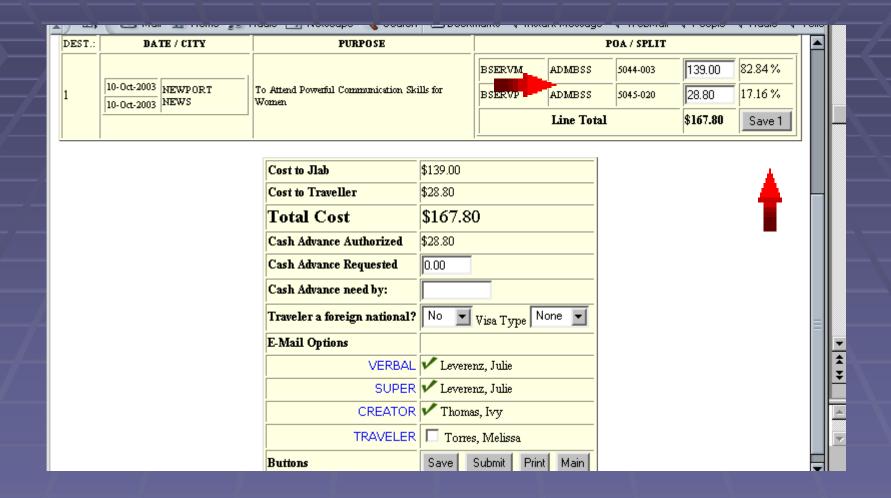
Deposits

- y-mozina.org - y-mozinazina - y-mi		comerm			
TAXI/LIMO/SUBWAY/BUS		9	0		\$ 0
LODGING 4 days * \$ 67 = \$ 3	268		71.35		\$0
LODGING TAXES,FEES, ET		9	0		\$0
PER DIEM \$ 54 per day			5 days		54.00 * 0 = \$0.00
REGISTRATION FEE		\$	0		\$ 0
MEALS PROVIDED	Breakfast	0 (0) 💌 1	Lunch 0 (0)	✓ Dinner	0 (0) 💌 \$0
BANQUET FEE		\$	0		\$ 0
EXCESS BAGGAGE		\$	0		\$0
MEETING ROOM		\$	0		\$0
CLERICAL SERVICES		\$	0		\$ 0
STIPEND		\$	0		
MISCELLANEOUS / OTHER		\$	0		\$0
	Subtotals	\$71.35			\$0.00
	Recalc Total estimated Cost = \$71.35				
	P	repayments / Depos	its		
Registration Fee			-		
Date to be Mailed		Amount \$ 0			
Payable To:					
Address:					
Address:					
Lodging / Other					
Date to be Mailed	12-0 ct-2005	Amount \$ 71.35			
Payable To:	Name of the hotel				
Address:	HOLD FOR PICK-UP COORDINATOR WILL FED-EX				
	Notes / C	nmments: 300 Char	aaton I insit		

PREPAYMENTS/DEPOSITS



SUMMARY



Cash Advances

 Early reimbursement for prepaid expenses charged to a credit card payable before travel is completed.

Cash to meet expenses while traveling – if eligible.

SUMMARY

DEST.:	DATE / CITY	PURPOSE		1	POA / SPLIT		
	01-Nov-2005 05-Nov-2005 FREDERICKSBURG demo	demonstration	CFOFIN	CFO	5055-003	435.00	43.58 %
1			CFOFIN	CFO	5045-001	563.10	56.42 %
			Line Total			\$998.10	Save 1

Cost to Лаb:	\$506.35
Cost to Traveller:	\$491.75
Total Cost:	\$998.10
Cash Advance Authorized:	\$491.75
Cash Advance Requested:	435.00
Cash Advance need by:	18-Oct-2005
Traveler a foreign national?:	No V Traveler is citizen of USA
Visa Type:	NONE 💌
E-Mail Options:	
VERBAL	✓ Turk, Pam
SUPER	✓ Turk, Pam
CREATOR	Kinsey-O'Neal, Carol
TRAVELER	Kinsey-O'Neal, Carol
OTHER	(Comma-delimited list)
	Save Submit Main

